



IT Asset Inventory Procedures

VITA - Tagging, Recording, Auditing

EFFECTIVE DATE: 02/01/06

PURPOSE: To document the process of tagging, recording, and auditing asset inventory items for the VITA owned and or managed IT Assets.

SCOPE: These procedures apply to all Virginia state government employees who purchase, install, and account for VITA asset inventory items. These procedures define the physical tagging, physical and electronic recording of asset data, and the auditing of asset information and electronic data records.

STATEMENT OF POLICY: The Asset Manager manages the IT Asset Inventory program and oversees its policies, procedures, guidelines and system administration.

A definitive list of IT assets subject to inventory and other processes is found on the [IT Asset Inventory System](#) website. Should you have any questions, please contact VITA's IT Asset Manager, Mike Donnelly, at AssetManager@vita.virginia.gov, or by calling 804-225-4409.

STATEMENT OF PROCEDURE: The intent of this document is to define the procedures for inventorying, tagging, recording and auditing VITA IT assets.

A. Capturing Asset Inventory Data Upon Receipt

1. Upon receipt of an IT Asset, and in accordance with the [Receipt of IT Goods and Services by Agencies Transitioned to VITA Policy & Procedure](#), information about the asset shall be obtained for the recording of the asset into the IT Asset Inventory system. The Local Area Coordinator (LAC)/Service Level Director (SLD) or designee shall direct personnel acting as receivers as to which method specified below will be used to record the data into the IT Asset Inventory System:
 - a. Receiver with access to the [IT Asset Inventory System](#) tags the asset and records it into the system.
 - i. Tag the asset per [section D](#) of this document.
 - ii. Use code "N" in the Service Status field.
 - iii. Promote the record from Staging to Production.
 - iv. Inform the LAC/SLD or designee that the asset has been entered into the IT Asset Inventory System.
 - b. Receiver without access to [IT Asset Inventory System](#), but in possession of asset tags; tags the asset and does not record it into the IT Asset Inventory System.
 - i. Tag the asset per [section D](#) of this document.
 - ii. Complete the required fields as shown in [IT Asset Inventory Workbook, File Layout Spreadsheet](#).
 - iii. Forward the completed File Layout Spreadsheet to the LAC/SLD or designee for uploading into the IT Asset Inventory System.
 - c. Receiver without access to [IT Asset Inventory System](#), and without possession of asset tags.
 - i. Complete the required fields as shown in [IT Asset Inventory Workbook, File Layout Spreadsheet](#) except for the Asset Tag field(s).
 - ii. Forward the completed File Layout Spreadsheet to the LAC/SLD or designee for uploading into the IT Asset Inventory System.
2. The LAC/SLD or designee shall either inform the personnel responsible for installation that the asset has been entered into the system or provide the installer a copy of the File Layout Spreadsheet.

B. Capturing Asset Data at Point Of Installation or Delivery to Customer

1. At the point of delivery or installation, any asset inventory information not yet recorded shall be entered into the [IT Asset Inventory System](#).
 - a. Online updating of an existing record.
 - i. Verify the Service Status code and change it if appropriate.
 - ii. Verify that all other fields are complete and accurate.
 - iii. Inform the LAC/SLD or designee that the record has been updated.
 - b. Update of the File Layout Spreadsheet.
 - i. Ensure that hardware assets are tagged with an asset Tag per [section D](#) of this document.
 - ii. Complete the remaining required fields in the File Layout Spreadsheet, and complete as many of the non-required fields as possible for that asset. Reference [IT Asset Workbook, Data Definitions](#).
 - iii. Forward the completed File Layout Spreadsheet to the LAC/SLD or designee for entry into the [IT Asset Inventory System](#).

C. Capturing Asset Data at Point Of Moves, Excess, Disposal

1. When an asset is moved, designated as surplus, disposed of, or destroyed, the IT Asset Inventory System must be updated to reflect the change. Personnel performing this action shall update the [IT Asset Inventory System](#), as follows:
 - a. Online updating of an existing record.
 - i. Change the Service Status code as appropriate.
 - ii. Verify that all other fields are complete and accurate.
 - iii. Inform the LAC/SLD or designee that the record has been updated.

b. Update of the File Layout Spreadsheet.

- i. Complete the remaining required fields as shown in the File Layout Spreadsheet, and complete as many of the non-required fields as possible for the updated asset.
- ii. Forward the completed File Layout Spreadsheet to the LAC/SLD or designee for entry into the [IT Asset Inventory System](#).

D. Tagging

1. VITA Owned Assets

- a. The LAC or designee shall obtain a block of asset tags from the Asset Manager and provide them to the personnel designated to tag assets.
- b. Tags shall be placed near or on the front of each asset, shall be easily viewed without moving the asset, and shall not cover functional parts (indicator lights, buttons, cover access screws, etc.). Reference [Exhibit A](#) for the proper placement of tags.
- c. If the tag physically can not be placed in an area that is visible, then a remark explaining where the tag is located shall be placed in the comments field of the IT Asset Inventory system.
- d. If there is no room to place the tag on an asset, or the tag will cause damage to the asset, place the tag on the Contingency Tagging Document ([Exhibit B](#)) and place the document in a secure location.
- e. Employees may have VITA owned IT assets off-site and in their possession. These assets shall be tagged and maintained in the IT Asset Inventory System. If it is not feasible for the employee to bring the asset to VITA for tagging, the Technology Owner shall have the employee validate and tag the asset.

2. Seat Managed Assets.

Seat managed assets owned by vendors usually have a unique Vendor tag. If there is no unique vendor tag then use the asset's serial number.

3. Non-VITA Owned and non-seat managed Assets.

Assets that are owned by a third party but supported by VITA do not require the application of a VITA tag. An existing tag or the asset's serial number may be used.

4. Software.

Software assets are not tagged.

E. Auditing:

1. Per the VITA Asset Inventory Policy 11-01-2005, Regional Service Directors must certify to the Asset Manager once every six months that the inventories in their region are valid, with the first certification due May 15, 2006. There are four inventory cycles. 25% of existing IT Assets must be inventoried (validated) in each cycle. Note that the 25% must contain a different set of assets from the set used to make the previous certification.
 - Cycle "A" November 15, 2005 to May 15, 2006
 - Cycle "B" May 15, 2006 to November 15, 2006
 - Cycle "C" November 15, 2006 to May 15, 2007
 - Cycle "D" May 15, 2007 to November 15, 2007
 - The cycles repeat starting November 15, 2007
2. The IT Asset Inventory System contains an Inventory Cycle Code field that corresponds to the table above. This field is used to aid in tracking assets that have been inventoried in another cycle.
3. The LAC/SLD should use the "rolling inventory" method (continuous inventory) to maintain inventories, and report to the Regional Service Directors when the inventory is complete for the given cycle. Only assets that do not have an Inventory Cycle code assigned are eligible for recording of the validation.
 - a. Online record validation.
 - i. Verify that the asset matches the record located in the [IT Asset Inventory System](#).
 - ii. Update the Inventory Cycle field with the proper Inventory Cycle code.
 - iii. Inform the LAC/SLD or designee that the record has been verified.
 - b. Offline record validation.
 - i. The LAC/SLD or designee will download an extract (spreadsheet) from the [IT Asset Inventory System](#) and provide it to the personnel conducting the validation.
 - ii. Verify that the asset matches the record listed on the IT Asset inventory extract spreadsheet.

- iii. Forward the verified IT Asset inventory extract spreadsheet to the LAC/SLD or designee for entry into the [IT Asset Inventory System](#).

ASSOCIATED

PROCEDURE: Receipt of IT Goods and Services by Agencies Transitioned to VITA Policy & Procedure

Asset Relocation & Surplus Property Procedure for Transitioned Agencies

VITA Physical IT Asset Inventory System Instructions

AUTHORITY

REFERENCE: VITA Asset Inventory Policy 11-01-2005

OTHER

REFERENCE: N/A

Exhibit A: Proper Tag Placement Examples



Photo 1: Location of Tag on Notebook and Laptop Computers



Photo 2: Location of Tag on Desktop PCs.



Photo 3: Location of Tags on Servers Mounted in Racks

(Notice that lower server tag has been rotated, to fit on front of server. When turned, tag should be placed so that it is oriented the same as server labels.)



Photo 4: Location of Tag on Network Printers.

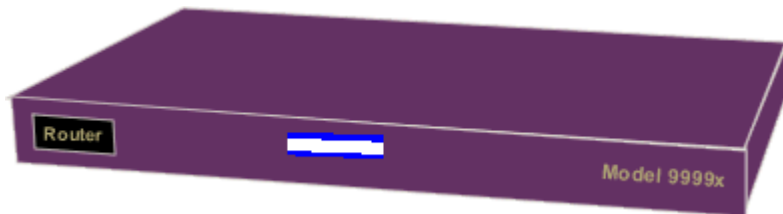


Photo 5: Location of Tag on Routers.

Exhibit B: Contingency Tagging Document

Equipment Type	Serial Number	Manufacturer	Model Number	VITA Tag	Additional Location Information	Asset Custodian Last Name	Comments
				